



JOB OPPORTUNITY

Assistant Information Systems Analyst/

A- \$2,902 – \$3,200, B \$2,994 – \$3,465, C 3,589 – \$4,363

Operations Division/Business Continuity Section/Tape Library Unit

The Department of Technology Services has an opening for a permanent, full-time Assistant Information Systems Analyst position within the Operations Division, in the Business Continuity Section, Tape Library Unit. This position will perform a variety of analytical functions as the co-contact for all tape related Operational Recovery activities and will serve as technical advisor on various software and utilities necessary to maintain the accuracy of the Tape Management System (TMS) and Tape Management Catalog (TMC). Location of this position is Rancho Cordova.

Essential Functions:

- Act as the co-contact for all tape related Operational Recovery activities.
- Analyze problems related to the automated offsite media tracking system software.
- Track and graph Operational Recovery tape statistics.
- Identify, troubleshoot and resolve Operational Recovery tape and backup issues.
- Analyze, improve and maintain automated processes and streamline functions that cannot be automated.
- Develop, test and maintain Operational Recovery procedures.
- Update the MS/Access tape related databases in support of Operational Recovery.
- Perform MS/Access tape database backups in support of Operational Recovery tape tracking.
- Serve as chairperson for Operational Recovery tape meetings with in-house staff and the offsite storage vendor.
- Single Point of Contact for Operations, Tape Library, Planning and Support, in-house tape usage units, Data Security and external customers regarding tape related issues.
- Create detailed plan for the preparation of Operational Recovery tapes for bi-annual exercises.
- Train Tape Operations and Tape Library staff on operational recovery tape related activities.
- Plan, schedule and execute the bi-annual offsite tape and container inventories. Resolve discrepancies.

Work Environment Requirements – Day Shift

- Participation in providing three-shift coverage in a 24/7 work environment where employees are scheduled in a rotation pattern.
- May be required to work weekends and holidays.

Desirable Qualifications:

- Familiarity with PC applications; working knowledge of TMS, JCL, ISPF, DCTIQ and JES3 commands.
- Desire to work in a changing and challenging environment; strong customer service skills
- Ability to work independently and collectively.

Applications will be accepted only from individuals currently at the **Assistant Information Systems Analyst** level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. A Training and Development Assignment may be considered.

All appointments are subject to SROA/Surplus provisions. **Final File Date: Open Until Filled** Interested applicants must submit a State application and include RPA number 05-215 and position number 611-1479-XXX to:

DEPARTMENT OF TECHNOLOGY SERVICES

P. O. Box 1810

Rancho Cordova, CA 95741

Attn: Ellen Moates/RPA Number 05-215

916-464-0217

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."